

Beth's Draft of Food Entrepreneur & Kitchen Checklist (June 10, 2007) - DRAFT

Food Entrepreneur

- Recipe & Packaging Development
- Testing and approval of food product, recipe & process by Processing Authority if needed (Al Bushway, UMaine)

Contact Maine Dept. of Agriculture, Quality Assurance & Regulations

- License (Home Food Processors or Commercial Food Processing License)
- Copy of Maine Food Code
- Marketing (get real.get maine! Campaign) Maine Dept. of Agriculture, Food & Farm Products Marketing
- GAP certification? (leafy greens, salad mixes)

Other possible requirements

Acidified Foods & Low-Acid Canned Food Processors:

- Better Process Control School (UMaine odd years in fall only)
- File process and facility with FDA

Seafood, juice and meat processors:

- Seafood & Juice FDA HACCP (Seafood offered every year by FDA, DMR, industry & UMaine)
- Meat Processors: USDA HACCP (Training is out of state)

Regulatory Agencies and additional contacts:

- FDA – Seafood & juice processors, acidified & low acid canned processors, food additives, labeling, allergens, produce safety, raw milk
- USDA – Meat, poultry & Egg Inspection (when sold out of state)
- Maine Dept. of Agriculture – permits, licenses, State statutes, inspections
- Dairy: Dual inspection for farmstead cheesemakers (Commercial Food Processors and Dairy Inspection)
- MOFGA – organic certification

Where to process foods?

Commercial or Home Kitchen

Commercial options:

Co-packer

Shared-Use Kitchen Facility

Other Resources:

Process design (Advanced Manufacturing Center, University of Maine) - specialty equipment or to improve processing efficiency/flow

Patent and Trademark assistance

Liability Insurance

MTI Grants

Food Labels (NEL, Shirley Barber)

Food Testing (NEL, Katahdin Analytical, UMaine, Medallion, Krueger, Shuster Labs)

R&D, food testing, product development assistance, Sensory Testing (UMaine)

Ingredient, equipment and packaging resources – UMaine

SBDC

WW&C

RC&D

Other community Agencies

Shared-Use Kitchen Facility

Contact Maine Dept. of Agriculture, Quality Assurance & Regulations

- License
- Copy of Maine Food Code
- Marketing (get real.get maine! Campaign) Maine Dept. of Agriculture, Food & Farm Products Marketing
- Contact FDA to file facility (if processing acidified foods – salsas, pickles, etc)
- MOFGA certification
- Liability Insurance

Sanitation

- ServSafe training (Maine Dept. of Ag.)
- Sanitation Training (EcoLab – UMaine?)
- Develop GMP's & SSOP's
- Better Process Control School Training (for supervisors at Kitchens – offered at UMaine in 2007 and 2009)
- HACCP Training for seafood/juice processing
- USDA HACCP training for meat processing

Documentation

- Confidentiality & Work agreements/liability agreements
- HACCP plan (if needed)
- Keeping track of cooler/freezer and cooking temperatures (logs)
- Tracking sanitation (especially between users)
- Tracking prevention of cross contamination and exposure of potential allergens
- Sanitation Standard Operating Procedures for equipment & facility
- Batch information (Example: tracking pH of salsas, brix of jams & jellies)
- Filing paperwork for acidified food processes to Al Bushway for acidified food products
- Workshops/Trainings for clients
- Business assistance programs
- Distribution links for food products
- Develop a resource link/network among UMaine/Shared-Use Kitchens
- Other?